



**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

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To: Douglas W. Heim, Town Counsel

From: _____

Date: _____

Re: Request for Written Ethics Opinion

1. Please give your name, department, job title, who appointed you, and how long you have held your position. If you are an appointed member of a board or commission, please state when your appointment was made and when your term expires. If you have held other jobs with the Town before your current job, please list that information as well.

2. Please describe your everyday job duties and responsibilities.

3. What is your question about the State Ethics Law?

4. What facts about your personal situation or private interests raise a possible issue under the State Ethics Law?

5. Please tell us how to contact you if we have follow-up questions and where we should send your letter.

6. Are you classified as a municipal employee or a special municipal employee?

☐ Municipal Employee ☐ Special Municipal Employee ☐ Uncertain of Status

**All employees are advised that they may seek confidential advice directly from the State Ethics Commission, or from the State Ethics Commission through the Town Counsel in lieu of a formal opinion.*

You may send this completed form to the Legal Department by e-mail to pbuckley@town.arlington.ma.us or by inter-office mail. Please allow 3 weeks for preparation of a legal opinion, but call us if you need it sooner or have questions.